

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 7/7/2003	EMS 7/7/2003	EMS 9/15/2009	DGC 9/15/2009

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Revision no. 3

Work Instruction Procedure

WIP 4.4.61.5 Aluminum Recycling Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:	Walker, George	Fidler, Will	Cooper, Lee	Reeser, Paul
Areas of application:	Department of Public Works and Utilities Shop Complex			

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Warning!

The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.:3

Revision schedule

Rev. no.	Date	Description
1	10/5/2004	Changed format
2	9/28/2009	changed 3.0; 5.2; 5.2.1; 6.1to 6.3 added new 6.1, 6.2
3	10/20/2009	changed 5.1; 5.2 and 5.3 see records for specific changes

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1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Aluminum.

2.0 Scope

- 2.1 This WIP applies all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors aluminum recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

3.0 Responsibility

- 3.1 The EMS Team is
 - 3.1.1 Responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning personnel to assist in the recycling efforts.
- 3.2 Department of Public Works and Utilities Personnel
 - 3.2.1 Are responsible to participate in the recycling effort.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

5.0 Process

- 5.1 All Aluminum material should be disposed of in the properly marked containers, this includes cans, street signs and any other aluminum material.
- 5.2 Large Aluminum Material
 - 5.2.1 Street signs and larger aluminum products shall be stored in the bin under shed bay #8
 - 5.2.2 All aluminum street signs and larger aluminum items shall be taken to the recycling center as needed, receipt of amount recycled will be collected at time of disposal and a record shall be kept by the EMS Team.
 - 5.2.3 All funds from recycling shall be turned into the Finance Department as soon as possible.
 - 5.2.4 Recorded quantity of recycled aluminum and funds generated shall be reported to upper management at Management Review Meetings.
- 5.3 Small Aluminum Material
 - 5.3.1 Containers for cans, and other small aluminum products are located in each shop and at the gas pumps.
 - 5.3.2 All containers in each shop shall be emptied at least bi-weekly into co-mingled recycling dumpster.

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- 5.3.3 Recorded amount of recycled material in co-mingeled dumpster shall be reported to upper managment at Management Review Meetings.

6.0 References/Related Documents

- 6.1 Recycling receipts
- 6.2 Recycling Log
- 6.3 Environmental Management Program in Records Registry